

**Virginia Department for the Aging**  
**Technical Assistance for Unmet Demand for Services Data Collection and**  
**Reporting**  
**Revised 2/26/04**

The Unmet Demand for Services Report reflects a "snapshot" of the unmet service demand in your area for one month each quarter (January, April, July, and October).

This information does not estimate demand, number of persons served or number of persons underserved.

It does report only the demand that is actually assessed, reassessed or requested during the month being reported.

It does not report the maximum possible demand unless that is the actual assessed demand.

It does connect each unit of service demand to a specific individual.

**Data Collection Form:** The data collection form is for you to copy and distribute to all the staff members whose individual reports make up the combined report that you send to VDA. This form is available on the VDA website. Please be sure that they understand the process for reporting data, especially the following:

- ✓ Do not estimate demand, number of persons served, or number underserved.
- ✓ Report only demand that was actually assessed, reassessed or requested during the month being reported.
- ✓ Do not report the maximum possible demand (e.g., 14 home-delivered meals per week) unless that is the actual assessed demand. For example, if a family member already provides a client with meals on the weekend, the demand would be reduced accordingly.
- ✓ Be able to connect each unit of service demand to a specific individual.

Discard any other collection forms.

**Reporting to VDA:** Please use the Data Collection Form and submit via e-mail quarterly by the 12<sup>th</sup> of the month after the quarter ended, for each reporting period. The form specifies the month being reported and a signature is not required. Please read over the entire form before completing it. If you have any questions about computing the data, please call Janet Honeycutt at (804) 662-9341. Or you may e-mail your questions to [janet.honeycutt@vda.virginia.gov](mailto:janet.honeycutt@vda.virginia.gov).